Job Code

9165

CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

Approved/Adopted Date

08/10/2005
Revised

TITLE: **LIBRARY DIGITAL SYSTEMS SPECIALIST**

DEFINITION

Under administrative direction, to perform advanced professional library work; to manage the operation of a library information system; to train library personnel in the use of various systems; to perform related analytical and technical work and assistance to higher level management; and perform other related duties as required.

REPORTS TO: Administrative Services Manager

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Administrative Services Manager. Exercises direct supervision over professional, para-professional, technical, and clerical staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

• Direct the development of the Library's digital information resources including the automated circulation system, the online catalog, Riverside Public Library's web site, the Reference LAN, a Library-wide Intranet and public access to the Internet.

• Serve as program manager for the network and system upgrades.

• Prepare system requirements, hardware/network configurations, microcomputer specifications and adjust system design as necessary to meet library needs.

• Plan, design, and implement ongoing training of Library staff in the use of computer equipment and the automated system.

• Coordinate maintenance/enhancement to Library Web pages.

• Analyze problems related to the common use of data within the Library department and develop compatible systems.

• Assist management staff in the development and implementation of Library policies and procedures, goals, long-term objectives and short-term planning.

• Assist in interpreting the Library's mission and programs to the public through community contacts and participation in community activities.

• Provide departmental interface to Information Systems Department to assure Library needs are being met for public access and compliance with library technology standards.

• Coordinate with architects and planners in the design, development, and implementation of new library services involving automation to ensure adequate planning for technology.

• Assist in developing specifications to meet the library access needs in administering contracts and service agreements, and in evaluating ongoing service by vendors as assigned.

- Participate in conferences and user groups to gain and share valuable information relative to library technology developments.

- Serve as liaison to California State Library to assure successful participation in the Library of California, and direct Riverside Public Library's efforts to gain access to library resources across the state.

QUALIFICATIONS

Knowledge of:

- Principles of organizational management and modern professional library work including the use of MARC format and other access services functions, principles, and techniques of collection development and acquisition of material and reference work.

- Current technology, methods, practices, and techniques used in the management and operation of library automation systems and microcomputers.

- Microcomputer equipment, spreadsheets, database programs, word processing, operating systems, and Web page management.

Ability to:

- Develop and teach the use of microcomputer equipment, spreadsheets, database programs, word processing, and operating systems to meet library needs.

- Plan, design, and implement staff training programs and standardized procedures, which utilize automation to carry out library functions.

- Recommend library standards for technology.

- Maintain an understanding of current ideas, research, and practices through continued study and participation in professional organizations pertaining to areas of responsibility.

- Manage work activities, projects, and programs; monitor work flow; review and evaluate work procedures and methods.

- Articulate the history, mission, program, and future aspirations of the Riverside's Public Library and the technology needed to make them possible.

- Serve as liaison with educational agencies to develop educational programs through collaboration.

- Interview and select staff; organize work; supervise, train, and evaluate assigned staff.

- Set goals, objectives, and priorities; develop and articulate plans and strategies; analyze problems, identify alternate solutions, and implement recommendations.

- Communicate effectively orally and in writing; prepare and present comprehensive and clear oral and written reports; prepare appropriate recommendations.

- Read and interpret complex written materials including applicable laws, rules, and regulations.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

    Education: A Master of Library Science Degree from an accredited college or university.

Experience: Two years of increasingly responsible professional library experience including at least one year of library networked microcomputer systems administration and telecommunications experience.

Or

Education;   A Bachelor's degree with major course work in computer science, information technology or related field.

Experience: Four years of increasingly responsible library experience including at least one year of library networked microcomputer systems administration and telecommunications experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Library Digital Systems Specialist

TO: Senior Librarian